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28 SEP 1964

MEMORANDUM FOR: Special Support Assistant to the Deputy Director  
for Support

SUBJECT : Notes on DD/S Trip Follow-up Items

For your use in briefing Colonel White, the following is the current status on each of the items from the Colonel's trip which you asked me to follow-up:

25X1A6b 1. [REDACTED] 2 b.)

See attached note from WE.

25X1A6b 2. [REDACTED] 2 d.)

See attached note from WE.

25X1A6b 3. [REDACTED] 2)

See attached note from WE.

25X1A6a 4. Contract Employees Policy [REDACTED] e.)

25X1A

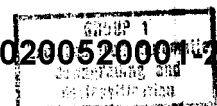
25X1A

[REDACTED]  
tunity to comment on this draft and to recommend certain modifications and additions. Subsequent to this, DD/P Publications Control prepared another draft [REDACTED] on this subject but which failed to cover employees' benefits other than basic compensation. When asked to comment, SSA-DD/S took the position that the original draft prepared by the CSPO was the preferable of the two. It is our understanding that Mr. [REDACTED] has requested the Office of Personnel to review these two DD/P drafts and to determine if an Agency-wide regulation would be preferable.

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25X1C4a

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7. Form 360 ( [REDACTED] 1 n.) (Example Attached)

We have raised with the DD/P Support Officers the question of the usefulness of the Logistics Real Property Report (Form 360). The Support Officers do not seem to have strong feelings regarding this form; however, it is our impression that it does serve a useful purpose for those few properties which are leased or purchased by the Agency or assigned to the Agency by other Government organizations. Since these are the only properties for which present regulations require submission of the form, we do not feel that any change in the present requirements is required.

8. New [REDACTED] 2 e.)

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It is our understanding that Colonel White is fully aware of the most current developments on this subject.

9. [REDACTED] 3 b.)

25X1A6a

A note has been sent to both EE Division and the Office of Communications reminding them that 6 - 9 months' notice to [REDACTED] will be required to obtain adequate housing should the Communications Center be relocated [REDACTED]

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10. [REDACTED] 1)

We have discussed this problem with the Office of General Counsel, Mr. [REDACTED] the recently returned Finance Officer. As we understand it, all official Americans [REDACTED] are exempt from this Tax, with the exception of the Staff

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25X1C4a



11. Indirect Travel (██████████ 1 a.)

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*Talk & Talk*  
Recent revisions of the Foreign Service Regulations have spelled out the policies regarding indirect travel. These revisions are being incorporated into proposed Agency regulations. Basically, the revision provides that indirect air travel must be constructed against direct air travel by less than first-class accommodations.

12. Unaccompanied Air Freight (██████████ 1 b.)

25X1A6a

25X1C4a



13. Commissary Advances (██████████ 1 d.)

25X1A6a

SSA has discussed this problem with NE Division and believes that a more liberal policy will be taken in the future.

14. Draperies (██████████ 1 h.)

25X1A6a

A furniture and furnishings policy has been drafted by the SSA and submitted to the Office of the DD/S. That latter Office has sent the draft to the Office of Logistics with the request that Logistics submit their comments or concurrence by 1 October. In addition, the Office of the DD/S has requested that Logistics specifically outline a proposal to cover the provision of drapes, draperies, and rugs.

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15. Itineraries for R & R Travel (██████████ 6)

*suggested*  
The SSA has submitted to the Office of the DD/S subjective wording to revise the present regulations to require

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identities and total itineraries be provided to Agency installations in relief areas for any Agency personnel travelling to such area for R & R purposes. It is our understanding that this wording is now being processed by the Regulations Control Staff.

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16. Medical Officer's Duties (11)

25X1A6a

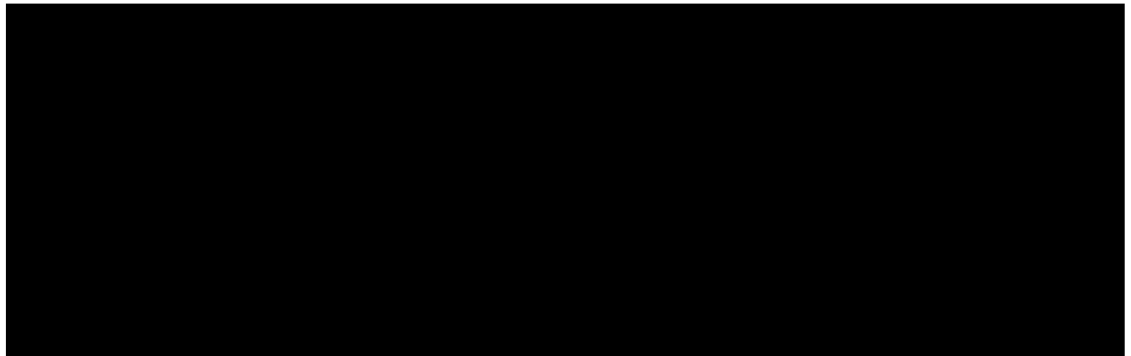
25X1A9a

A dispatch has been sent to [redacted] and other stations concerned which details the duties and responsibilities of Dr. [redacted] the Medical Officer stationed in [redacted]

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25X1A2g



25X1A6a

18. Travel Allotment (2)

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This problem has been raised with Mr. [redacted] who advises that the travel allotment for the ~~Fourth~~ quarter ~~is~~ raised by \$8,500 on 28 May. In addition, Mr. [redacted] points out that this is no great problem and that, upon a request from [redacted] these allotments can and will be increased. It is our understanding that the Office of Communications is writing [redacted] on this subject.

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*Handwritten signature/initials*

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